



Research Initiated by External Agencies AP 500.10

Procedure for:	Principals/Vice-Principals; Research Co-Ordinator	Adopted:	January 13, 2016
Submitted by:	Director of Education	Revised:	N/A
Category:	Educational Programs		

Purpose

The purpose of this administrative procedure is to outline the procedures used when an individual or group representing an external organization or agency requests permission to conduct research which involves a school, staff members or students of the Brant Haldimand Norfolk Catholic District School Board (BHNCD SB).

Responsibilities

The Director of Education will consider research proposals made to the district and approve or deny requests.

Director of Education or Designate:

The Director (or designate) will review research proposals brought forth to the district, will communicate with the researchers regarding any questions or concerns with the research proposal, and will coordinate all approved research activities within the district.

Principals:

Principals will consider any research approved by the Director and conduct the research unless there is good reason that such research is not in the best interests of his/her school community at that time.

Researchers:

Researchers will provide a copy of the research proposal and all related and supporting documents, as well as proof of ethical approval from their organization, to the Director or designate; will ensure confidentiality and anonymity of participants; and will comply with all applicable legal and other requirements.

Information

This administrative procedure extends to all external institutions, organizations, agencies or individuals seeking to conduct research in the district.

Procedures

1.0 Process

1. All external research requests shall be made to the Director of Education. The Director or designate is to be provided with:
 - a. A copy of the research proposal and all related and supporting documents, including sample consent letters and copies of any literature that will be distributed, surveys, questionnaires, interview questions, schedules or focus group guides that will be used in the research.
 - b. A completed BHNCD SB External Research Application (Appendix A), which will highlight details of the proposal.
 - c. A copy of proof that the project has received approval from the institution's ethics review committee, and adheres to the principles outlined by the Canadian Psychological Association guidelines for the conduct of research with human subjects.



- d. A current police reference check and signed Researcher Confidentiality Agreement (Appendix B) for each researcher or assistant having direct contact with students before research is to commence.
2. All research projects shall be conducted in accordance with the procedures as outlined and approved in the research request.
3. All research shall be conducted in a manner which ensures confidentiality and anonymity of individuals and schools.
4. There is to be no significant financial impact to the Board or school(s) involved. Any expenditure related to approved research projects will be incurred by the external researchers.
5. The overall organization (i.e., printing, tabulating) will remain the responsibility of the researcher(s).
6. The approval of any request is given with the understanding that a copy of the findings or published results of the research be provided to the Director of Education.
7. Decisions regarding submissions can take up to one to three months or more depending on the date of the application and circumstances within the Board at the time of submission.
8. Approval to conduct research is permitted for the timelines agreed upon in the research proposal unless an extension is requested and approved by the Director.
9. It is the researcher's responsibility to report to the Director or designate any delays in conducting research and to notify any persons who agreed to participate in the research of the same delay.
10. It is the Director's prerogative to cease a research agreement at any time for any reason if doing so is in the best interest of the board or its members.

2.0 Selection Procedure

Preference will be given to research that:

- is aligned with the school board's multi-year strategic plan or will directly benefit our students and/or district; and
- does not have an onerous impact on the school systems (i.e., the amount of time required by students and staff and the number of students required to complete the project).

Please note that the school board reserves the right to reject applications solely on the grounds of the board's priorities at the time.

Definitions

Anonymity

Information gathered does not contain identifying information.

Confidentiality

As per professional research standards of practice, it is the responsibility of the research(s) to ensure that all information gathered is secured and remains undisclosed.

References

Education Act

Municipal Freedom of Information and Protection of Privacy Act



External Research Application

A. APPLICANT INFORMATION

Name _____ Date _____

Address _____ Tel. (Res.) _____

_____ Tel. (Bus.) _____

Email _____ Fax _____

Institution / Agency _____

Position / Role _____

B. PROJECT DESCRIPTION AND TIMELINE

Title of research proposal: _____

Preferred start date: _____

Expected end date: _____

Expected date of report to board (*research summary submitted to the board / participating schools*)

Please list all other school boards to whom you are submitting an application to conduct this research.

C. NATURE OF RESEARCH

Undergraduate thesis Master's thesis Doctoral thesis University research

Principal's course AQ course Externally-sponsored project

Other

Proof of permission and / or ethical review is required from your university / institution.

- the approval / ethics certificate from my university / institution is attached
- in progress (please provide details below, including expected date of approval / amendment)

*** Please attach a copy of your research project.**

D. RESEARCH OBJECTIVES

- 1) Explain the practical benefits and / or contribution of this research to the participants, to the district school board and / or to the education system in general.

E. DATA COLLECTION AND / OR DATA REQUESTS

- 1) How many students will directly participate?

Number of students	Grade / Program	Time required	Additional details

- 2) How many teachers will directly participate?

Number of teachers	Grade / Program	Time required	Additional details

- 3) How many other school personnel will directly participate?

Number of staff	Staff Role	Time required	Additional details

- 4) Describe the proposed data collection. Include the number of sites / schools required and the name of any preferred schools or sites.

5) Describe any other requests for data from our school board.

F. METHOD OF INVESTIGATION / STUDY

1) Provide a brief summary of your planned method(s) of data collection. List all data collection instruments (e.g. tests, surveys, interview guides etc.) and attach copies to this application.

2) Describe your plans for communicating to parents and participants about the research. Explain your plans for obtaining informed consent for participation. Attach copies of all information letters, consent letters and other communication materials to this application.

3) List the security procedures in place for the protection of participant privacy and data storage.

G. ADDITIONAL REQUIREMENTS

1) Facilities required (e.g., quiet workspace; gymnasium; classroom)

2) Assistance required (e.g., early access to room for set up; assistance with students)

3) Other resources or special arrangements required

H. PROVISION FOR FEEDBACK

- 1) Please describe your plans to report results to participants, participating schools and/or the district school board office:

- 2) Describe any publication/speaking plans for this research (e.g. academic press; social media; online news; conference presentations):

SIGNATURES

Researcher

I have read the Brant Haldimand Norfolk Catholic District School Board Administrative Procedure 500.10 "Research Initiated by External Agencies" and agree to follow its requirements if my application is accepted.

Note that the final decision to participate in any research project always rests with the individual (e.g., principal, teachers, other staff; student) through a parental consent form or a student assent form.

Signature of researcher

Professor / Sponsor / Affiliated organization

This is to certify that the above described research proposal has been reviewed by myself/my organization and has been vetted for its academic soundness. Consideration has been given to ethical, legal and moral questions arising from the proposal.

Contact person (e.g. sponsoring professor, director of organization)

Name of organization

RETURN TO: Director of Education (or designate)
Brant Haldimand Norfolk CDSB
PO Box 217, 322 Fairview Drive
Brantford, ON N3T 5M8
519-756-6369 ext. 223



The Brant Haldimand Norfolk Catholic District School Board

RESEARCHER CONFIDENTIALITY AGREEMENT

In performing the duties and responsibilities of a researcher or researcher's assistant with the Brant Haldimand Norfolk Catholic District School Board, I agree to abide by the following terms of confidentiality.

As researcher or researcher's assistant, I may become aware of personal and confidential information. The Brant Haldimand Norfolk Catholic District School Board depends on the professionalism and moral fortitude of its researchers or researchers' assistants to keep private any such information.

All information that I may come to know regarding the Board, school, staff, students and their families shall be kept completely confidential.

It is understood that any breach of this code of confidentiality will result in action by the Board, up to and including withdrawal of current and future research opportunities.

I understand and agree to the above terms.

Name (Please print)

Signature

Date